

**Present: Chairman Kenneth J. Leva, Walter F. Alterisio, Clerk and Daniel F. Devlin Procurement Officer and Member**

The Meeting was called to order at 7:06pm with all members present. First on agenda is the Board of Road Commissioners Mike Martin, Dave Crandall and Tom Dumont, who addressed one of the items on their list re: Tree Warden situation, noting they have a little trouble working with the Tree Warden, advising it seems every time that a tree issue comes up, claims limited resources – occasionally need trees to be taken down and situation in Hurricane Sandy storm should have been under that category. They asked what it would take for Highway to take over that position and put it under their realm. Selectman Alterisio noted it would mean a transition from elected to appointed, Chairman Leva noted this was also a recommendation from the state review – Selectman Alterisio indicated that constable has also approached the board suggesting changes in the status of the position.

Selectman Alterisio noted that's one of the purposes of working toward a Town Administrator who could be in place to provide guidance. Must be brought before town meeting and if they approve the initiative State legislature gets involved. Two issues that we have here – one suggesting that – other more immediate that some service required didn't happen – Selectmen will avail their position to call in the Tree Warden and if there are some tasks that need to be done, follow the process with the Advisory Board for the funding. In the case of an emergency situation, there's an urgency to address the situation – they noted that with the issue in question – tree was our tree but it was laying on lines in Tyngsboro – Dave Tully got ahold of representatives from National Grid. No criteria for elected offices which makes sure that the individuals running for the office have certain qualifications. Selectman Alterisio notes he's sure there's some rationale for Tree Warden's decision. Commissioner Dumont suggested that it makes sense for the Tree Warden to fall within the Highway Department – Selectman Devlin indicated that he understood Tree Warden is more of a proactive position – Commissioner Crandall indicated he agrees that it makes perfect sense for it to fall under the Road Commission providing the option to supplement the crew in certain circumstances.

The next item referenced was election equipment, Chairman Leva suggested asking Town Clerk to sit in on discussion but Selectman Alterisio felt it would best to wait until all understood the issues. As far as Election Equipment – Commissioner Martin advised that

if the Town Clerk can wait for the Highway to take care of moving the equipment, there is no issue but understands that there may have been a time issue. Road Commissioners noted there were a number of issues that interrupted the movement of the equipment and it isn't and can't be top priority. Selectman Alterisio noted there's a common thread here: equipment needs, etc. and while Highway owns the equipment, there are a number of things that have to be done and are required to be done. Selectman Alterisio noted that had previously depended on volunteers – common thread that's going through this and other items we've heard about – basic thing is need more personnel to handle the items. It was suggested that Carol could possibly allocate funds – or take a look at contracting services that may be needed time to time. If going to be an issue, Dave Crandall advised that he has gotten a number of emails – Mike noted repair of the election booths also needs to be addressed – at some point, it's being expected to fit into their job.

The BORC then addressed the flags, noting they are presently in bad condition – ripped & torn, etc.; as far as BORC is concerned they're in such disrepair that they're not going up again. They indicated the Veteran's Officer has advised that if they come up with the money initially they can get reimbursed. Initial supply had each of the flags being purchased with donations, given in memory of different individuals. Selectman Alterisio indicated he would like to follow up, noting initial was thru the Library. He'll follow thru with the Library and with Peter to see how the reimbursement would work out.

Commissioner Martin advised they were talking with the road project contractor for 113, who called their attention to a well that is dead – about 12' down and 3' wide in front of the trailer – some concerns that it needs to be dug up and filled in. He reported he'd confirmed with David Hardman that it was a dead well and wasn't used to feed anything and he'd confirmed it's a dead well that fed a barn that is no longer necessary. The Board agreed that it was a good idea to have it taken care of. Mike advised that the contractor has agreed to fill it in; noting whoever built it did a beautiful job but it represents a danger as it stands.

Bill Ahern presented his latest update – outlining what a scribe process is, noting document describes situation – and arrive at consensus – all shareholders must share in description – research including legislation and investigation of applicability of all codes and work toward agreement. If each department is going about their own problems in their own way – leaves possibility for the

Selectmen, etc. to be blindsided. If you teach departments the process, will move forward together for all items – procurement officer as part of the Town Administrator position makes total sense because he/she'd be the Procurement Officer and be versed and have full knowledge of the process and requirements.

Idea is that the Town Administrator should be available to provide service where they can help the Board and train them to do the same process every time. Selectman Alterisio will work with the draft – and have it for next Monday's meeting. Chairman Leva noted need to prepare a time line – if we work with it and make decision next meeting, need to set time when we can get together with the other boards. If we have consensus that we're there – will issue it next week and ask boards to come together for meeting to further discuss and get buy-in.

Bill questioned whether the board still wanted him to present the procurement – board is already authorized to go ahead and hire a Town Administrator – were a couple of years ago. Want to make sure that have buy-in from other departments. Bill advised he'd used the word shareholder which means a lot. Selectman Alterisio will get back to Bill before he goes any further...target is next Monday.

The Board confirmed the licensing requirements were met and signed the 2013 Common Victualler's license for Dunstable Gas & Convenience.

Chairman Leva read letter from the Commissioners to Expend Proctor & Parkhurst and Selectman Alterisio provided motion to accept recommendation of the Commissioners to Expend Proctor & Parkhurst Trust Funds to appoint Philippe Jussaume to fill the vacancy until the next election. Vote was taken with all in favor.

The minutes of 11/19 were approved as written – with all members in favor. The minutes of November 26th were approved by Chairman Leva & Selectman Alterisio as they were the only board members present at that particular meeting.

Selectman Alterisio noted minutes of the water department and wondered where things stand at this point – initially understood were looking at emergency items that need to be addressed, although need to bring up entire system to some level of code and to come up with agreement or plan on where to go from here. If we're incapable of following through with the plan – want to be sure that the Water Commissioners are being supported as

needed to address immediate risk – where is it and what needs to be done to bring it up to some acceptable level? Selectman Alterisio indicated he was hoping to have something along this line by the end of November. Selectman Alterisio attempted to explain his understanding of an enterprise fund, where the department must operate within the fund, and is troubled that they may have asked to go into this without a real clean system. He indicated if everything was up to date, would only be looking at how to expand the system and revenue to support. Issue here is as to whether or not an enterprise makes sense – Board of Health seems to have the landfill thing under control but a lot of investment had already been done before they entered into an enterprise arrangement. Selectman Alterisio noted the information provided by Town Accountant Andy Gould for the tank alone and how best to address suggests the need for further investigation. Selectman Alterisio noted he thinks we owe it to the town to make sure we have a handle on it before making a definitive decision on which way to go.

Chairman Leva noted were going to shoot for late morning 11:00am on Thursday, December 13th to meet with MIIA Health Benefits Trust representative relative to options available for FY2014 health insurance package.

Treasurer's warrants were reviewed and signed, and meeting adjourned at 8:10pm after appropriate motion and vote.

Respectfully submitted,

Danice N. Palumbo,  
Board Secretary